



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPARTMENTAL CLERK

Class No. 002709

■ CLASSIFICATION PURPOSE

To perform a variety of simple clerical tasks; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is an entry-level clerical support class. Under immediate supervision, incumbents perform basic clerical duties that do not involve the use of typing skills. Assignments are clearly outlined and involve little discretion or interpretation. This class is distinguished from the next higher level, Intermediate Clerk in that the latter types and provides customer service including interpretation and explanation of laws and policies.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Opens, sorts, routes, delivers, stuffs, seals, weighs, and sends out mail.
2. Sorts, alphabetizes, and files.
3. Answers telephones.
4. Operates adding machines, copying machines and other simple office equipment.
5. Provides responsive, high quality customer service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Filing systems including alphabetic, numeric, chronological and subject.
- Office procedures and practices.
- Simple arithmetic.
- County customer service objectives and strategies.

Skills and Abilities to:

- Write legibly and clearly.
- Perform basic arithmetic computations.
- Operate simple office equipment.
- Understand and follow oral and written directions.
- Read simple charts, tables and schedules.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity for writing materials. Occasional: grasping, pushing, pulling and reaching above and below shoulder level. May occasionally lift and/or carry up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None required.

Certification/Registration

None required.

Working Conditions

Office environment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: July 1, 1981
Reviewed: Spring 2003
Revised: February 14, 2001
Revised: May 27, 2004
Revised: March 31, 2006